

Warren County Board of Supervisors

Committee: Personnel

Date: JULY 5, 2006

Committee Members Present:

Supervisors Gabriels
 Kenny
 Haskell
 Belden
 Stec
 Barody
 F. Thomas

Others Present:

William Thomas, Chairman
Joan Parsons, Commissioner of
 Administrative & Fiscal Services
Joan Sady, Clerk of the Board
Paul Dusek, County Attorney
Richard Kelly, Personnel Officer
Supervisor Bentley
Supervisor Champagne
Supervisor Tessier
Supervisor VanNess
Frank O'Keefe, County Treasurer
Larry Cleveland, Sheriff
Pat Auer, Director Public Health
Nicole Livingston, Second Deputy Clerk

Mr. Gabriels called the Personnel Committee meeting to order at 9:02 a.m.

A motion was made by Mr. Kenny, seconded by Mr. Belden and carried unanimously to approve the minutes of the June 6, 2006 meeting, subject to correction by the Clerk.

Mr. Gabriels apprised Item 1 was a request from Mary Ellen O'Connor to address the committee on behalf of Community Health Charities. Mr. Gabriels extended privilege of the floor to Ms. O'Connor.

Ms. O'Connor stated she was at the meeting to ask the committee members to recommend adding Community Health Charities to the Employee Giving Campaign to give Warren County employees an additional choice, a choice for health. Ms. O'Connor distributed informational booklets to the committee members, a copy of which is on file with the minutes. She noted that Community Health Charities was a federation of not-for-profits that raised money within the workplace through employee giving.

Mr. Barody questioned how it was determined which organizations received funding and Ms. O'Connor replied there was a pledge form that listed each charity and they encouraged donor choice.

Mr. Haskell asked Ms. O'Connor if she was requesting permission to distribute Community Health Charities information to Warren County employees during non-work hours and she said that was correct.

Mr. O'Keefe entered the meeting at 9:11 a.m.

Paul Dusek, County Attorney, asked for clarification as to whether Ms. O'Connor was

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interested in just getting exposure to employees or was she looking for an employee deduction program. Ms. O'Connor said she was looking to talk to employees and to have deductions out of the payroll.

Mr. Dusek informed the committee that they should consider that other organizations would want to come in as well and they needed to decide where they would want to draw the line.

A motion was made by Mr. Haskell and seconded by Mr. Barody to authorize the Chairman to appoint a sub-committee to further review the criteria from Community Health Charities.

Mr. Tessier entered the meeting at 9:14 a.m.

Following discussion, the question was called and the motion was carried unanimously to authorize the Chairman of the Board to appoint a sub-committee to further review the criteria supplied by the Community Health Charities.

Mr. Gabriels informed Ms. O'Connor that she would be contacted once a decision had been made.

Mr. Gabriels expounded Items 2 a - c were referrals from the Health Services Committee. The first, he said, was a request to fill a vacant position of Registered Nurse, base salary of \$36,923, Grade 18, due to resignation.

Mr. Gabriels stated the second request was to fill a vacant position of Senior Account Clerk, base salary of \$26,685, Grade 7, due to provisional promotion.

A motion was made by Mr. Barody, seconded by Mr. Haskell and carried unanimously to approve Items 2 a & b as outlined. Copies of the Notice of Intent to Fill Vacant Position are on file with the minutes.

Mr. Gabriels said Item 2c was a request to discuss increasing the salary of Public Health Fiscal Manager. He extended privilege of the floor to Pat Auer, Director of Public Health, who distributed a handout to the committee members, a copy of which is on file with the minutes.

Mrs. Auer stated that the Warren County Fiscal Manager salaries were essentially equalized earlier this year. Rich Kelly, Personnel Officer, explained that the Public Health Fiscal Manager did have a higher salary because the qualifications for that position were higher. He further explained that the problem arose when the Fiscal Manager of DPW, with lower qualifications, was raised to almost the same base salary as the Public Health Fiscal Manager. He said that triggered Fiscal Managers in the Office for the Aging and Social Services to request a salary increase. He clarified that it was

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consistent that the Public Health Fiscal Manager be paid more.

Discussion ensued regarding the job description and salary of the Public Health Fiscal Manager.

Mr. W. Thomas entered the meeting at 9:38 a.m.

A motion was made by Mr. Haskell and seconded by Mr. Belden to increase the base salary of the Public Health Fiscal Manager to \$46,000 and to continue to advertise for the position.

The question was called and the motion was carried by majority vote, with Mr. Kenny voting in opposition, to approve the request as outlined above. The necessary resolution was authorized for the next board meeting.

Continuing the Agenda review, Mr. Gabriels apprised Item 3 a - c were referrals from the Sheriff & Communications Committee. The first, he said, was a request to fill a vacant position of Patrol Officer, base salary of \$29,000, Employee No. 7074, due to retirement. The next request was to fill a vacant position of Correction Officer, base salary of \$29,050, Employee No. 10713, due to resignation, he stated. The third request, he noted, was to fill a vacant position of Correction Officer, base salary of \$29,050, Employee No. 10717, due to resignation.

A motion was made by Mr. Belden, seconded by Mr. Stec and carried unanimously to approve Items 3 a - c as outlined above. Copies of the Notice of Intent to Fill Vacant Position are on file with the minutes.

Mr. Gabriels stated Item 4 was a referral from the Social Services Committee, a request to fill a vacant position of Intake Clerk, base salary of \$23,296, Grade 4, due to retirement.

A motion was made by Mr. Barody, seconded by Mr. Stec and carried unanimously to approve the request as outlined above. A copy of the Notice of Intent to Fill Vacant position is on file with the minutes.

Mr. Gabriels expounded Item 5 was a referral from the Westmount Health Facility & Countryside Adult Home, a request to create and fill the positions of two part-time Institutional Aides, each with a base salary of \$10,894, and to delete one vacant full-time Institutional Aide, thereby amending the Table of Organization and Salary Schedule. He noted that this request did not go through Committee, but approval from the Committee Chairman was received.

A motion was made by Mr. Haskell, seconded by Mr. Barody and carried unanimously to approve the request as outlined above, and the necessary resolution was authorized for the next board meeting.

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Mr. Gabriels said Items 6 a & b were referrals from the Criminal Justice Committee. The first, he stated, was a request to increase the salary of a non-union position of District Attorney Investigator from \$30,965 to \$40,486, Employee No. 10493, and to increase the hours from three days per week to five days per week. The next request, he added, was to increase the salary of a non-union position of District Attorney Investigator from \$20,629 to \$25,390, Employee No. 1921, and to increase the hours from two days per week to three days per week.

A motion was made by Mr. Stec and seconded by Mr. Kenny to approve the requests as outlined above.

Mr. Stec explained that District Attorney Kate Hogan, had grant funding that she could transfer to cover these increases through the end of this year and she would address it in her budget next year. Joan Parsons, Commissioner of Administrative and Fiscal Services, added that Ms. Hogan would need to amend her budget as well.

The question was called and the motion was carried unanimously to approve Items 6 a & b as outlined above. The necessary resolution was authorized for the next board meeting.

Continuing the Agenda review, Mr. Gabriels said Item 7 was a referral from the County Facilities Committee requesting the County Administrator to consult with the Personnel Officer regarding the Front Desk Receptionist duties relative to the positions pay grade, title and responsibilities.

Mrs. Parsons apprised there were three different titles that may be available for that position and suggested that the Committee members review the information in the handout that was distributed, a copy of which is on file with the minutes.

Mr. Barody requested Mrs. Parsons to do more analysis of this position and to make a suggestion to the Committee at the next meeting. The consensus of the Committee was to add this item to the Pending Items list.

Mr. Gabriels stated Item 8 was a request to amend Resolution No. 387 of 2006 to correct base salaries of the Fire Prevention and Building Code Enforcement Officer and the Deputy Director of Real Property Tax Services.

Mr. Haskell questioned if these were typographical errors and Mrs. Sady replied affirmatively.

A motion was made by Mr. Stec, seconded by Mr. Belden and carried unanimously to approve the request as outlined above. The necessary resolution was authorized for the next board meeting.

Item 9, Mr. Gabriels said, was a request to amend Resolution No. 155 of 2003 to

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incorporate the policies that all Department Heads requesting personnel changes in their Table of Organization contact the County Administrator prior to coming to their standing committee, and that all Department Heads be required to submit in writing to their respective Committee and the County Administrator, any requests relative to salary increases one month prior to their committee meetings in order to give the committee members time to research the request. He noted that these items were approved previously by Committee and a resolution is being requested to formalize the policy.

A motion was made by Mr. Haskell, seconded by Mr. Kenny and carried unanimously to approve the request as outlined above. The necessary resolution was authorized for the next board meeting.

Concluding the Agenda review with Item 10, Mr. Gabriels expounded that the Personnel Officer was asked to confirm the civil service status of a generalist human resource director. He noted that Mr. Kelly had advised, that if created, this would be a competitive position, but exempt from the bargaining unit because the individual would be involved in labor-related activities. He added that the Committee tabled action on this item last month due to Mr. Kelly's absence from the meeting.

Mr. Haskell questioned if this had to be a competitive position, and Mr. Kelly explained that at the May Committee meeting, the request was to explore a position other than a Department Director, a human resource generalist type position which would be a competitive position. Mr. Kelly further explained that if a Director of Human Resources was created with a separate department and staff, a request for consideration other than competitive could be done. He noted that the referral from the May Committee meeting had been for a human resource generalist position, not a Department Director.

Mr. Belden asked if a salary had been determined for the position of a human resource generalist. Mr. Kelly stated he would be attending a meeting of Personnel Relation Specialists in Saratoga Springs at the end of July, at which time he could obtain specifications and possible suggestions for starting salaries for positions of personnel associates.

A motion was made by Mr. Belden, seconded by Mr. Stec and carried unanimously to table action on this item until more information was provided by the Personnel Officer.

Privilege of the floor was extended to Frank O'Keefe, County Treasurer. Mr. O'Keefe apprised that his Department had advertised for the position of a Junior Accountant with a base salary of \$40,000. He further stated that he had hired a person to fill the position of Junior Accountant. He noted a problem had arisen because the position was now in the bargaining unit at a salary of \$39,500 and if it was kept in the bargaining unit it would cost the County more money due to the extra hours that this position required. He said he was requesting that this position be removed from the bargaining unit.

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A motion was made by Mr. Belden and seconded by Mr. Stec to take the recommendation of the County Treasurer and remove the position of Junior Accountant from the Bargaining Unit.

Mr. Stec stated the Committee never intended for this position to be in the Bargaining Unit and questioned how this had happened. Mr. Dusek explained that with Bargaining Unit positions it was not what the intention was of the board, it was a matter of what the Law was in terms of whether it must or must not be in the Unit. He further explained that the Law had certain criteria and under the original evaluation that was made it was determined that the position could not be exempt and would need to be in the Unit. He noted that the Union had agreed that the position should be in the Unit as well. He said that the issue could be revisited to see if there was any way to get the position out of the Bargaining Unit. Mr. Stec stated that the Committee members should have been made aware of the situation.

Mr. Belden amended his motion and Mr. Stec withdrew his second to the motion.

A motion was made by Mr. Belden and seconded by Mr. Stec to have the County Attorney revisit the classification of the position of a Junior Accountant to determine if it could be removed from the Bargaining Unit.

Following discussion the question was called and the motion was carried unanimously to authorize request as outlined above.

Mr. Gabriels announced there was a request for an executive session in order to discuss matters pertaining to the employment history of a particular person, collective bargaining discussions and a review of litigation with or against the County.

A motion was made by Mr. Haskell, seconded by Mr. Stec and carried unanimously, that executive session be declared pursuant to Sections 105 (d,e and f) of the Public Officers Law.

Executive session was declared from 10:07 a.m. until 11:00 a.m.

Committee reconvened.

Mr. Gabriels stated no action was taken during executive session.

There being no further business, on motion by Mr. Belden and seconded by Mr. Stec, Mr. Gabriels adjourned the meeting at 11:02 a.m.

Respectfully submitted,

Nicole Livingston
Second Deputy Clerk